



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)



JOB DESCRIPTION

PART A

1 Job Identification

Duration:

- ☐ Limited Duration
☐ Fixed Term

Title	Category	Grade	Duty Station
Head, Environmental Health & Sustainable Development	P	P5	St Lucia
First Level Supervision	Assistant Director - Surveillance, Disease Prevention & Control	Second Level Supervision	Director, Surveillance, Disease Prevention & Control
/f/ Signature: 	Date: 26-05-2025	/f/ Signature: 	Date: 26-05-2025

2 Objective/Overview of the Programme

CARPHA's mission is to provide strategic direction, in analysing, defining and responding to public health priorities of Member States, in order to prevent disease, promote health and respond to public health emergencies. This allows CARPHA to support solidarity in health, as one of the principal pillars of functional cooperation, in the Caribbean Community.

3 Organizational Context *(Job summary, the role of the individual within the team e.g., team member, specialist, advisor, facilitator, coordinator/manager, representative, expert, authority in the field, etc.) available guidelines and degree of independence, nature and purpose of contact within and outside the Organization.*

Under the direct supervision of the Assistant Director – Surveillance, Disease Prevention & Control (SDPC), the incumbent manages the operations of the Department of Environmental Health & Sustainable Development (EHSD), inclusive of the Environmental Health Laboratory. In so doing, the incumbent is expected to lead in the development of work plans, policies and strategies to address current and future environmental health concerns while ensuring the following: a) the provision of timely and relevant data, laboratory and surveillance reports and technical information to enhance public health intelligence for CARPHA, CARPHA Member States (CMS) and other partners; b) strengthening of key linkages between the department of EHSD and other departments/units to create an integrated approach for interventions, including surveillance, training and creation of awareness on environmental health; c) appropriate advice on technical matters is provided to the Assistant Director – SDPC and other relevant staff, and; d) the technical quality and relevance of departmental outputs. Also, the post holder is a member of the Departmental Management Team (DMT) and oversees monitoring and evaluation of the development and performance of personnel within the EHSD Department.

4 Summary of Responsibilities

1. Provides technical and managerial leadership to unit staff, managing the day-to-day activities and promoting communication, coordination and collaboration within the Environmental Health & Sustainable Development Department, and with all Departments in the Division and beyond.
2. Facilitates the preparation, development and implementation of the relevant workplans, departmental environmental surveillance reports, EHSD laboratory surveillance strategy and reports and other relevant data and ensures the monitoring and evaluation of unit activities.
3. Participates in formulating operational and strategic policies and assessing the need for additional resources and new developments for the Environmental Health & Sustainable Development Department.
4. Coordinates and ensures timely and integrated Environmental Health Surveillance and supports crosscutting areas of Climate Change, Antimicrobial Resistance, and food safety with both internal and external partners.
5. Responsible for the management of the Environmental Health & Sustainable Development Unit quality management system in collaboration with the laboratory manager and ensures that a high quality technical and scientific service is maintained, improving and updating methodology as necessary.
6. Ensures all documentation (paper and electronic) used within the department is controlled, used appropriately, maintained, kept accurate and up to date, as well as archived appropriately.
7. Manages the departmental budget within the areas of responsibility, on behalf of CARPHA's senior management, ensuring that CARPHA's Financial Protocols are adhered to at all times.

Continue on additional page if necessary....

Description and Classification approval

Signature
Title


Executive Director - CARPHA

Date 26-05-2025

Summary of Responsibilities *(continuation)*

8. Ensures that resources are used effectively and efficiently as part of the budget management process.
9. Provides professional leadership to unit staff, encouraging development, monitoring standards and implementing change.
10. Addresses and monitors human resource issues within the areas of the post holder's responsibility.
11. Ensures that the unit's IT systems are appropriately managed in support of the diagnostic, analytical, epidemiological and administrative needs of the laboratory, and ensures the provision of accurate, reliable, timely and relevant public health information.
12. Encourages technical innovation in the unit through collaboration in research, audits, and projects that allow for the involvement of staff in the development of new procedures and processes.
13. Promotes the generation of evidence, contributing to CARPHA's knowledge base, to inform policy decisions by CMS and provides cutting edge policy advice.
14. Provides specialist technical expertise and support for the development and adaptation to the regional context of relevant normative materials (including the production and/or adaptation of reports, guidelines, SOPs).
15. Establishes a wide network of diverse technical partnerships and collaborates fully within CARPHA and across technical teams, with external agencies, academia, the private sector and international agencies as appropriate.
16. Ensures technical quality and relevance of contractual engagements with partners and institutions, makes recommendations to the supervisors regarding CARPHA's role.
17. Contributes to evaluating the impact of CARPHA's collaboration with CMS (aggregated and area specific) and to developing evaluation tools (e.g. defining the necessary performance indicators).
18. Contributes to the external relationships, representation, communication, resource mobilization and advocacy work of CARPHA.
19. Prioritises and coordinates the work within the unit, including the management of requests for data, training and research support.
20. Supports building the national capacity of CMSs and key stakeholders, including the development and delivery of training programmes, particularly those that address new and emerging public health priorities.
21. Develops and maintains personal skills and knowledge as part of continuing professional development.
22. Leads or participates fully in office meetings and contributes to routine reporting requirements by preparing or ensuring the timely preparation and submission of all programme/project reports.
23. Participates in the development and preparation of regular updates, administrative and technical reports, conference abstracts, presentations, press releases and other relevant materials including communication tools such as situation reports, briefing notes and online resources to share and communicates with a range of internal and external stakeholders.
24. Provides support in other areas of work and departments or teams as required.
25. Performs other duties as they may be assigned or instructed.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with this post and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PART B	
KEY BEHAVIOURAL COMPETENCIES	
List and describe, in order of priority, essential competencies to perform the job	
5	<p>Leadership and Managing Public Health Organization and Practice</p> <ol style="list-style-type: none"> 1. Demonstrates excellence in effective leadership and communication for strategic visioning and organisational development. 2. Demonstrates excellence in effective day-to-day operational leadership of a team. 3. Demonstrates excellence in the application of project management methods to design, implement, and monitoring as well as evaluate population-level public health interventions aimed at realising health in all policies. 4. Demonstrates excellence in developing human resources for health through mentorship, knowledge transfer activities, performance-based management, and lifelong learning for the workforce and key actors. 5. Demonstrates excellence in establishing and managing coordination mechanisms and strategic partnerships such as transnational advocacy networks, laboratory networks, and communities of practice with key sectors and disciplines to promote improvement of public health. 6. Demonstrates excellence in business-process re-engineering for public health, including incorporating mHealth and other health technologies to improve organisational efficiency and public health effectiveness. 7. Demonstrates excellence in continuous quality improvement of critical functions such as public health surveillance and control systems to address new, emerging and re-emerging diseases and, and public health threats. 8. Demonstrates excellence in strengthening leadership and management of public health systems in alignment with transnational influences such as the 2030 Agenda for Sustainable Development, the International Health Regulations 2005, the Innovative Care for Chronic Conditions Framework, and the Astana Declaration of 2018. 9. Demonstrates excellence in the ethical practice of public health.
	<p>Communications for Public Health</p> <ol style="list-style-type: none"> 1. Demonstrates excellence in application of methodologies, technologies and good practices for the management, analysis, and communication of health information. 2. Demonstrates excellence in communicating epidemiological evidence, to the spectrum of public health actors within and among CARPHA member states, and among global actors to strengthen and support local, regional and global responses to public health risks, threats, and events. 3. Demonstrates proficiency in effective communication with the local, regional and global media, including the use of social media networks.
	<p>Evidence-Based Policy and Planning, Regulation and Control</p> <ol style="list-style-type: none"> 1. High proficiency in the generation of evidence and its integration into the public health policymaking, towards achieving equity in health and health for all, including vulnerable groups. 2. High proficiency in the development and application of quantitative and qualitative research methodologies. 3. High proficiency in the design and execution of health situation analysis of populations. 4. High proficiency in the design and execution of health needs assessments of populations including the application of methods such as the Hanlon Method of prioritization. 5. Demonstrates excellence in the design and implementation of health information systems, including critical components such as public health surveillance and control systems to address new, emerging and re-emerging diseases and public threats. 6. High proficiency in the application and conduct of health-scenarios planning, including the incorporation of impact assessment of bilateral and multilateral agreements, to public health decision-making. 7. High proficiency in the application of strategic planning methods and the development and execution of strategic plans. 8. High proficiency in the conduct of impact-evaluation of population-level intervention and health service performance.
	<p>Public Health Emergency Preparedness, Mitigation, and Response</p> <ol style="list-style-type: none"> 1. Demonstrates excellence in the development of public health emergency preparedness and management plans, including the use of best-practice tools to conduct hazard and vulnerability assessments, mitigation and continuity of business planning. 2. Demonstrates excellence in supporting health-sector responses to public health emergencies, including establishment and management of emergency operations centres, incident command and control and emergency management teams. 3. Demonstrates excellence in supporting a multisectoral response to public health emergencies, including coordination with regional and international aid agencies for resource mobilization.
	<p>Caribbean Context and Small-Island Developing States</p> <ol style="list-style-type: none"> 1. High proficiency in developing and implementing population-based, health security interventions reflective of public health considerations of small-island developing states (SIDS). 2. Demonstrates excellence in developing and adapting relevant models of population-based, health security interventions targeting the built, natural, social and behavioural dimensions of environmental health to the Caribbean context.

PART B		
KEY BEHAVIOURAL COMPETENCIES		
List and describe, in order of priority, essential competencies to perform the job		
6		<ol style="list-style-type: none"> 3. Demonstrates excellence in developing and adapting best-practice interventions targeting the social determinants of health in the Caribbean context. 4. Demonstrates excellence in implementing cultural competency approaches to the practice of public health in the Caribbean. 5. Demonstrates excellence in the use of whole-of-government and whole-of-society approaches to improve public health within the Caribbean. 6. High proficiency in strategic planning for aligning global health initiatives with priorities of CARPHA member states.
	Health Economics and Public Health Financing	<ol style="list-style-type: none"> 1. Demonstrates excellence in the development of programmatic and organisational budgets. 2. Demonstrates excellence in the operation and management of programmes within current and forecasted budget constraints. 3. Utilises high proficiency in the use of cost-effectiveness, cost benefit, and cost-utility analyses in programmatic prioritization and decision making. 4. Demonstrates excellence in the mobilisation and channelling of funds from international and global health programs, and mobilisation of funds through novel financing mechanisms such as social/health impact bonds to improve public health.
7	Technical Expertise (<i>List and describe, in order of priority, the abilities required to perform the job.</i>)	
	<ul style="list-style-type: none"> – In depth knowledge of Environmental Health & Sustainable Development principles and practices. – Knowledge of areas of occupational health and safety, safe management of hazardous chemicals and other wastes. – Ability to mobilize resources by initiating, developing, maintaining and leveraging partnerships with key stakeholders and international partners. – Ability to effectively promote and articulate the Agency's role, function, programmes and initiatives in regional and international circles through the consistent application of communication policies and strategies. – Demonstrates a commitment to efficient and effective response to member states in emergency situations. – Good leadership and mentoring skills. – Ability to work under pressure and to meet tight deadlines. – Strong analytical and system thinking skills. – Ability to work at a high level of accuracy with attention to detail. – Organisational skills, ability to prioritise workloads within timescales and meet deadlines. – Ability to work under pressure and to organise and prioritise your own workload in order to meet deadlines. – Excellent communication skills, with experience in disseminating information via written reports and presentations to a wide range of audiences in terms of both size and composition. – Ability to exercise discretion and tact in the execution of duties at all times. – Ability to work independently as well as a member of a team. – Experience in project-based work. 	
8	Education (Qualifications)	
	<p>Essential: Master's degree in environmental health, environmental management, environmental science or a related field.</p> <p>Desirable: Highly relevant specialist knowledge or expertise acquired through experiential learning or relevant postgraduate/professional qualifications.</p>	
9	Experience	
	<p>Essential: At least 10 years of professional experience with progressive responsibility in environmental health, environmental management or public health programmes. 3 years' experience managing staff, work teams and projects, as well as supporting capacity building, evidence generation and evaluation.</p> <p>Desirable: Experience working in environmental health in the Caribbean.</p>	
10	Languages	
	<p>Excellent knowledge of English. Working knowledge of French is desirable.</p>	
11	IT Skills	
	<ul style="list-style-type: none"> • Proficient in the use of a variety of database tools, spreadsheets, word processing and presentation software (e.g. Microsoft Office) and retrieving information through the internet. Other IT skills and knowledge of other software programmes such as Microsoft Visio and Project would be an asset. • Demonstrated ability to manage the use of web conferencing platforms such as Zoom, Microsoft Teams, WebEx, GoTo Meetings etc. 	